

APPLICATION FOR REGISTRATION AS A LAND SURVEYOR-IN-TRAINING

Section 1: General Information

Date: ____/____/____

Please check exam preference: Spring exam _____ or Fall exam _____

Name: _____

Last

First

MI

Maiden

Social Security Number*: _____

Mailing Address: _____

Street & Number

City

State & Zip

Preferred Mailing Address: _____

Street & Number

City

State & Zip

Business Phone: (____) _____ Home Phone: (____) _____

Company Name and Address: _____

Present Position: _____

Date of Birth: _____ Birthplace: _____ US Citizen? ☐ Yes ☐ No
If no, submit registration card.

Have you ever served as a member of the U.S. Armed Forces? ☐ Yes ☐ No. If Yes, list dates of the term of Active Duty Service: _____

Have you ever been convicted or pled nolo contendere to a crime? ☐ Yes ☐ No. If Yes, give complete details on a separate sheet.

Section 2: Registration

Have you ever applied to this Board for registration before? Yes ☐ No ☐. If "Yes", check type of application:

☐ LSIT ☐ LS ☐ Professional Engineer ☐ EIT When did you apply? _____

Registration Status: _____ Maiden Name/Other name Licensed under _____

List other states and types of registration for which you have applied or are currently applying:

(1) State _____ License: _____ (2) State: _____ License: _____ (3) State: _____ License: _____

Has any professional license granted to you been revoked, suspended or otherwise sanctioned, or have you ever been denied licensure, by any board or agency in Georgia or any other state? Yes ☐ No ☐. If the answer is "Yes", please provide explanation on a separate sheet.

*THIS INFORMATION IS AUTHORIZED TO BE OBTAINED & DISCLOSED TO STATE & FEDERAL AGENCIES PURSUANT TO O.C.G.A. § 19-11-1 & O.C.G.A. § 20-3-295, 42 U.S.C.A. § 551 & 20 U.S.C.A. § 101.

Board Use Only Section:

School	Degree/Date	Abet Yes	-No
Masters	Degree/Date	Abet Yes	No
Technology	Degree/Date	Abet Yes	No
Other	Degree/Date	Abet Yes	No

Section 3: Experience

Applicant Name:

Eng. #	Company Name	Your Title	Part Time	From	To	Total Months	%	Qex	%	Qex	%	Qex	%	Qex	%	Qex
TOTAL # OF ENDORSEMENTS FORMS: _____ (All Engagements must be endorsed)				Education Total												
Field:				Experience Total												
References: Positive () Negative ()				Total Months												
Special:				Board Member's Initials & Date												

Shaded areas are for Board use only

NON-LAND SURVEYING AND RELATED GAPS
PLEASE LIST (references not needed)

Applicant Name: _____

From _____ To _____

Decription_____

From _____ To _____

Decription_____

From _____ To _____

Decription_____

From _____ To _____

Decription_____

From _____ To _____

Decription_____

Section 4: Education

INSTITUTION AND LOCATION	FROM	TO	DATE OF GRADUATION		
High School: (Transcripts not needed)					
Colleges and Universities: (Transcripts needed from all)	FROM	TO	TOTAL MONTHS	MAJOR FIELD	DEGREE
1.					
2.					
3.					
4.					
5.					
*** FOR BOARD USE ONLY *** ** EDUCATION TOTAL:					

Section 5: Affidavit by Applicant

State of: _____

ATTACH PHOTO HERE

County of: _____

(Please Use Photo Taken In the Last 90 Days)

_____, being
Applicant's name

MUST be Head/Shoulders and MUST NOT be
Photocopied or a Copy from a Publication
(Read Enclosed Instructions)

first duly sworn, deposes and says:

I, the applicant named in this application, have read the contents hereof, and to the best of my knowledge and belief the statements contained in this application are true in substance and effect and are made in good faith. I further state that I have read and pledge to adhere to the Board's rules of professional conduct upon obtaining my registration in Georgia. I further understand that my experience will be considered only through the date of this application, noted below.

Applicant's Signature: _____

Subscribed and sworn to before me this _____ day of _____, 20__

Signature of Notary Public : _____

(SEAL)

My commission expires: ____/____/____

Section 7: Record of Board

Applicant: This page is for **BOARD USE ONLY**. However, please be sure to enclose with application.

Examination Taken: _____ Date: _____/_____/_____

Grade: _____

Certificate Number Issued: _____ Date: _____/_____/_____

Action of Board:

Additional Comments:

This is page 1 of a two-page form. Please send both pages together.
Attention Applicant: Tampering with the sealed envelope will void the entire application.

Section 6: Endorsement Form

ENGAGEMENT NUMBER (from Section III) _____

SECTION 6-A (TO BE COMPLETED BY APPLICANT)

Name: _____

Applicant's Last Name Applicant's First Name MI

Social Security Number: _____-_____-_____

(a) Reference Only [] (b) Reference & Experience Verification [] (c) Experience Verification Only []

GA Law Section 43-15-15(d) states: "An application shall contain the names of not less than five persons, not related to the applicant by blood or marriage, of whom at least three shall be registered, active land surveyors...having personal knowledge of the experience on which the applicant predicates his qualifications."

Experience described on this form was obtained while employed by: _____
Company Name

Address City State Zip Code County

- For this engagement, was your direct supervisor a registered LS? Yes [] No [] Name of your Supervisor _____
State: _____ Registration Number: _____

Starting Date: _____ Ending Date: _____ Endorser: _____

-FOR THIS ENGAGEMENT, STATE YOUR TITLE AND CONCISELY DESCRIBE EXPLICITELY, THE NATURE, MAGNITUDE, AND COMPLEXITY OF YOUR RESPONSIBILITIES.

Section 6-B (to be completed by the endorser)

This section has been provided to the endorser to be used as space for notations regarding the (in) accuracy of the applicant's description.

This is page 2 of a two-page form. Please send both pages together.

Dear Mr./Ms: _____ (Endorser)

Mr./Ms. _____ (Applicant) is applying for registration as a Land Surveyor in the state of Georgia and has referred to you as having information concerning his/her character and ability. *Your* evaluation of said applicant is vital to *our* evaluation. The Georgia State Board wishes to point out that statements must be from personal knowledge, non-perfunctory, and not made for the mere purpose of aiding the applicant. This form has been provided to the applicant for forwarding to you. The Board requests that you do not let the applicant see your answers or comments and that you do not otherwise communicate to him/her the results of your evaluation.

The Georgia Board prefers that you mail this form back to the applicant in the applicant's enclosed pre-addressed stamped envelope. Seal the envelope and sign the back flap to ensure against tampering. If you prefer to mail the form directly to the Board office at 237 Coliseum Drive, Macon, GA 31217-3858, please make a blank copy of this form and mail it back to the applicant following the directions above, then mail the completed form to the Board.

Section 6-C (to be completed by the endorser/reference)

Name: _____
Last First MI

Address: _____
Number/Street City State Zip Code

Business Phone: (_____) _____

- 1) Your present business or profession: _____
- 2) Are you a registered surveyor? [☐] Yes [☐] No State: _____ Registration Number: _____
- 3) How long have you known the applicant? _____
- 4) Your business connection with the applicant: _____
- 5) Would you employ the applicant in a position of trust? [☐] Yes [☐] No
- 6) In a brief statement, describe the applicant's integrity and reputation.
- 7) In a brief statement, specify the applicant's qualifications (if any) to design or have responsible charge of surveying work. Then, state your recommendations regarding the applicant's registration as a land surveyor.

Section 6-D (to be completed by endorser)
(Signature must be provided)

- (☐) Reference Only.
- (☐) I have read the applicant's experience report. I hereby certify that I am knowledgeable about the applicant's work and surveying ability and that, except as otherwise noted, the work experience described by the applicant and the time claimed therefore are true and correct.
- (☐) I cannot so certify. Letter of explanation enclosed or will be mailed to Board office under separate cover.

Endorser's/Reference's Signature

Date

Instructions for LSIT Application

Note: Please consult the instructions, Board Laws, Rules and Instruction Sheet before calling the Board office.

Either type or print neatly and legibly on this application. Illegible and incomplete applications will be returned to you.

Effective immediately, all Application supporting information (verifications, endorsements, references and transcripts) must be enclosed with the completed application and mailed to the Georgia State Board of Registration for Professional Engineers and Land Surveyors at P O Box 13446, Macon, GA 31208.

The applicant will now be responsible for gathering the information from his/her endorsers, college(s) and other state boards.

1. Have each agency/institution/person send the item directly to you (the applicant), in a sealed envelope, signing the back flap of the envelope to ensure no tampering.
2. Gather all sealed envelopes along with your application and send the entire package to the Georgia State Board of Registration for Professional Engineers and Land Surveyors office.
3. Send a stamped self-addressed envelope along with the Acknowledgement Letter.
4. If all is in order, the Board office staff will return the Acknowledgement Letter to you with a receipt date.
5. If the application is incomplete or one of your items is missing or opened, the entire package will be returned to you.

Section 1: General Information

Name: Last name first.

Address: Preferred *permanent* complete mailing address.

If you have served in the Armed Forces, submit a DD-214, or other proof of service.

If you have applied to the Board before, you must provide proof of a Refresher Course along with your application.

Section 2: Registration

If you have ever applied to this Board before, indicate what type of registration you applied for. If your application was returned to you, then it was never logged into our database, and in this case, you would answer "No".

Section 3: Experience

Please complete columns Engagement #, Company Name, Your Title, Part Time, From, To, Total Months, and Total Number of Endorsement Forms only. The rest of the page is "For Board Use Only."

Account for all post-secondary (after high school) engagements in chronological order beginning with your first held position **having to do with surveying**. Beginning dates should indicate month and year. Engagements are defined as employment periods at different companies or firms and **significant** changes of responsibilities within the same company or firm. It **does not mean different projects** or various placements within the same company or firm unless it is a significant change in responsibility.

Engagement #: Number these consecutively.

Identify part time work and indicate number of hours per week.

All gaps (in college, employment, etc.) must be identified on the appropriate form. This includes non-surveying work, unemployment, sabbaticals, incarceration, gaps between high school and college, or between college and first engagement, etc. If you did not go directly into college from high school, then account for time since high school graduation.

Section 4: Education

Transcripts must be sent from all college attended, whether you graduated or not. If your post-secondary education was earned in the US or its territories, transcripts must be sent to you in a sealed envelope for you to forward to the Board with your application.

If your post-secondary education was earned outside the US, you MUST: 1) refer to Board Rules 180-3-.03 and 180-3-.04 (see Board website, <http://www.sos.state.ga.us/plb/pels/>); 2) submit a notarized copy of your transcript which must show all coursework earned, the degree granted, and the date your degree was conferred. 3) If it is not in English, include a certified English translation, also notarized. Contact ECEI at their website address, www.ecei.org or request from the Board a Foreign Evaluation application, as your transcript must be evaluated.

Section 5: Affidavit

The photo should be a clear head and shoulder shot, and may be black & white or color photograph. Digital photos are accepted. Photo should fit in the space provided. Application MUST be signed and officially notarized.

Section 6: Endorsement Form

Endorsers: 1) should not be related to the applicant by blood or marriage; 2) should not be Board members; and 3) should have personal knowledge of applicant's professional reputation and accomplishments.

Indicate endorsement number in space provided, making sure it coincides with the numbered engagement in Section III.

At least five endorsement forms MUST be references, either "Reference Only" or "Reference and Experience Verification", and at least three of these references MUST be registered, active land surveyors (not necessarily in Georgia). Additionally, all engagements listed on Section 3: Experience, must be endorsed. One person may endorse more than one engagement on his/her Endorsement Form. It is not necessary to submit multiple endorsements for one engagement, unless you need to for the five minimum.

If you are using an Endorsement Form as a "Reference Only" complete Section 6-A. 1) Fill in your name and social security number, check the appropriate box, and 2) forward form to endorser along with a pre-addressed stamped envelope for the endorser to return it to you.

If you are using the Endorsement Form as a "Reference and Experience Verification or an "Experience Verification Only", complete Section 6-A: 1) Check the appropriate, 2) Complete the front of the form, giving sufficient detail of your job duties, 3) Forward form to endorser along with a pre-addressed stamped envelope for the endorser to return it to you. If everyone familiar with your work is gone from the company, and the company is still in business, have the Personnel Department verify your work dates. If the company is closed, complete the form, then write at the bottom of the page "Company Closed."

If you worked solely for a relative, that relative may endorse the experience provided. However, he/she still may not serve as one of the five (5) required references.

See Fee Schedule for appropriate fee and be sure to enclose a check or money order. Checks should be made payable to *Secretary of State*. If fee is not attached, application will be returned.

Deadlines

Deadline date is for the complete application. All supporting documentation and information must be received before an application is considered complete. If they are not received by the deadline date, you may not be considered until the next scheduled exam. ***It is the applicant's responsibility to assure receipt of required documentation.***

December 1st is the deadline for the April examination.

June 1st is the deadline for the October examination.

REQUEST FOR VERIFICATION OF REGISTRATION OR EXAMINATION

Date: _____

TO:

(Name)

(Street Address)

FROM: Georgia State Board of Registration for
Professional Engineers & Land Surveyors
237 Coliseum Drive

Macon, Georgia 31217-3858

(City, State & Zip Code)

(Social Security Number)

(DOB)

I. THE ABOVE NAMED PERSON WAS CERTIFIED OR REGISTERED AS:

	Certificate #	Date Issued	Valid Until
<input type="checkbox"/> Engineer-In-Training/Engineer Intern.....	_____	_____	_____
<input type="checkbox"/> Professional Engineer.....	_____	_____	_____
<input type="checkbox"/> Land Surveyor-In-Training/Land Surveyor Intern.....	_____	_____	_____
<input type="checkbox"/> Land Surveyor.....	_____	_____	_____

II. BASIS OF REGISTRATION:

		Hours	(Pass/Fail) Results	(Yes/No) NCEES	Exam Date
<input type="checkbox"/> Written Examination:	FE	_____	_____	_____	_____
	PE	_____	_____	_____	_____
	FLS	_____	_____	_____	_____
	LS	_____	_____	_____	_____
<input type="checkbox"/> Other	Other	_____	_____	_____	_____

☐ Examination Option: _____ (Discipline)

☐ Oral Examination: Hours – PE _____ Hours – LS _____

☐ EIT/LSIT Accepted from: _____

☐ PE/LS Accepted from: _____

☐ Other:

III. QUESTIONS:

1. Has any disciplinary action ever been taken against the applicant? Yes _____ No _____

2. If so, has this disciplinary case been satisfied to the Board's requirements? Yes _____ No _____

(If not, give details):

IV. REMARKS:

(BOARD SEAL)

By: _____ Title: _____ Date: _____

(If a fee is required, **please notify the applicant** but **do not delay** the processing of this form)

Georgia State Board of Registration for
Professional Engineers & Land Surveyors

**VERIFICATION OF OUT-OF-STATE LICENSURE
EXAMINATION AND REGISTRATION**

Instructions to the Applicant:

1. The Applicant should:
 - a. Complete his or her name and address on the top portion, upper right corner on the reverse side of this form.
 - b. Fill in the name of the state board completing this form.
 - c. Forward this form to the out-of-state board where the applicant is certified or registered.
2. **Examination Applicants** should submit a verification form to the state of their Engineer-In-Training (EIT) or Land Surveyor-In-Training (LSIT) certification.
3. **Comity Applicants** should:
 - a. Submit a form to the state of their Engineer-In-Training (EIT) or Land Surveyor-In-Training (LSIT) certification **and** to the state of their initial Professional Engineer (PE) or Land Surveyor (LS) registration.
 - b. If registration is not currently valid in the state of the initial registration, submit a form to the state where a current valid registration is held.
4. This form may be copied if necessary.

Instructions to the Out-of-State Board: The Out-of-State Board should complete Sections I – IV on the reverse side of this form, enter the appropriate state name, and return to the applicant in a sealed envelope with an official signature on the flap of the envelope to assure no tampering.

IMPORTANT NOTICES

COMPLETE APPLICATION PACKAGE

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2. Gather all sealed envelopes along with your application and send the entire package to the Georgia State Board of Registration for Professional Engineers and Land Surveyors office.
3. Send a stamped self-addressed envelope along with the Acknowledgement Letter.
4. If all is in order, the Board office staff will return the Acknowledgement Letter to you with a receipt date.
5. If the application is incomplete or one of your items is missing or opened, the entire package will be returned to you.

Note read before filling out Section III:

You must provide to the Board endorsements/references from at least five separate individuals, at least three of which must be currently licensed as a professional engineer. You must provide endorsements from all engagements listed in section III Experience. If the company has closed, or merged with another company and you are unable to obtain verification or reference please fill out the endorsement form listing everything you did at that company and in the blank space provided put company closed. If the company is open but you are unable to contact anyone who knows you, then send it to the Human Resource Department for work dates verification

Acknowledgement Letter

This is to acknowledge that your application was received on _____ by the Office of the Board of Registration for Professional Engineers and Land Surveyors. You will be notified at a later date if additional materials are needed to complete your application file.

Instructions: Include this letter along with a stamped self-addressed envelope inside your completed application package when you mail it to the Board. If all is in order with your application and the supporting documents are all accounted for, this letter will be marked with a receipt date and will be mailed back to you.